

LEAD LIBRARIAN

DISTINGUISHING FEATURES

The fundamental reason the Lead Librarian exists is to perform professional level work and lead one or more specialized aspects of library operations. This classification is primarily responsible for reference services or cataloging and processing. This position may assign tasks, monitor progress and workflow, check accuracy, schedule work, and establish work standards of librarians, library assistants, and clerical staff. It is also expected that this position will perform the same or highly similar work as the other Librarian positions in the work unit. Work is performed under general supervision of a Senior Library Coordinator or Library Manager. The Lead Librarian position is distinguished from the Librarian position by the higher level of skills, abilities and experience required.

ESSENTIAL FUNCTIONS

Provide in-depth professional knowledge in a field of specialization such as reference services or cataloging.

Plan and oversee implementation of objectives and responsibilities. Prepare written and technical reports. Research and conduct studies, prepare charts and analyze statistics; prepare the section's budget in consultation with Senior Coordinator.

Plan, oversee and monitor the work of the work unit. Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Assists with the selection, training, evaluation and supervision of clerical, paraprofessional and professional staff in assigned area; prepares input for performance appraisals and recommends disciplinary actions; listens and provides feedback.

Monitors and reports on co-worker work performance to determine overall conformity to established quality standards and to document and communicate employee productions levels and training needs.

Provide in-depth reference and readers advisory service to patrons; plan displays, programs and activities for various age groups. Schedule staff on public service desks and evaluate staff public contact work. Provide training to staff to maintain quality desk or cataloging skills.

Oversee the reference section, which provides reference and readers advisory services to the public. The section also assists with computer training and the public's use of the public access computers. Review and select appropriate materials for the collection.

Oversee the cataloging and processing sections, which create/modify bibliographic records for input into the public catalog, prepare and process materials for use by the public, mend damaged materials, and prepare materials for binding.

Manage the bibliographic database, which supports the public access catalog. Research library technology. Serve as a resource person for the library's bibliographic database needs. Work closely with the Library Technology Supervisor to ensure that the public access catalog is functioning correctly.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Library policies, procedures and operations
Automated systems for library operations
Principles and practices of employee supervision and training;
Budget preparation and monitoring
Bibliographic utilities
Resource materials for answering public queries

Ability to:

Perform original cataloging
Conduct reference interviews and provide information
Supervise the work of others through planning, organizing, instructing, motivating
Analyze library service problems and participate in actively solving them to ensure quality in everyday work
Maintain current awareness of professional issues and developments
Train and supervise non-professional, paraprofessional and professional staff
Establish and maintain effective working relationships with co-workers, supervisors, and the general public
Interpret library policies and communicate library services
Monitor and evaluate program outcomes and budgets
Communicate clearly and concisely, both verbally and in writing
Operate a personal computer, including software packages
Regular, consistent attendance and punctuality are essential functions
Work weekends, evenings and holidays as needed

Education and Experience:

A Bachelor's degree in Liberal Arts or related area plus two years professional level experience in library work, principles, materials, practices and related fields of specialization, including six months in supervisory capacity.

A Master's in Library Science is highly desirable.